

INSTRUCTIONS FOR ANNUAL TRANSMITTAL OF W-2 AND 1099 FORMS

Most entities are required to file an Annual Withholding Transmittal. Attach this form to the total withholding statements (W-2/1099) that were furnished to each payee.

- If you use the alternate methods for filing (WHO/magnetic media/e-mail) you need only submit this form if an amount appears on 3A or 3B. Attach this form to your submission if required.
- If you file paper W-2 statements, you must always attach this form before submitting.

DUE DATE

- **ACTIVE (OPEN) ACCOUNTS**—This form must be postmarked on or before the last day in February following the end of the year in which withholdings were made.
- **INACTIVE (CLOSED) ACCOUNTS**—This form must be postmarked within thirty (30) days of the business closure. Should either due date fall on a weekend or holiday, it will be extended to the next business day.

COMPLETING THE TRANSMITTAL FORM

- Line 1 Enter the total amount of state withholding withheld from all Colorado employees per W-2s and or 1099s.
- Line 2 Enter the total Colorado withholding payments you remitted. DO NOT INCLUDE PENALTY AND/OR INTEREST you paid.
- Line 3 If amount on lines 1 and 2 are the same, enter a zero on line 6.
- Line 3A Additional tax—If line 1 is greater than line 2, complete lines 3A, 4, 5, and 6.
- Line 3B Tax Refund—If line 2 is greater than line 1, complete line 3B. A tax refund will be issued to you automatically upon processing if form is filed timely, the refund is for less than

\$500.00 and there are no outstanding delinquencies on the account.

Lines 4 **PENALTY**—Enter 5% (.05) of tax due or \$5.00, whichever amount is greater, for any payment made after the due date, add 1/2% (.005) additional penalty for each additional month you are late up to a maximum of 12% of the tax due. The minimum late filing penalty is \$5.00.

Line 5 **INTEREST**—Enter the interest computed on the balance of the tax due if you are filing this return after the due date. Interest is due at the current statutory rate of .25% (.0025) for **each** month payment is received after the due date. Refer to www.TaxColorado.com for additional assistance.

Line 6 **TOTAL AMOUNT DUE**—List the sum of lines 3A, 4 and 5, or zero, if instructed to do so from line 3.

TRANSMITTAL OF STATE W-2s and 1099s

1 Colo. income tax withheld per W-2s/1099	
2 Colo. income tax withheld and paid	
3 A. Additional Tax or B. Tax Refund	
4 Penalty	
5 Interest	
6 Amount Paid with this report	
DATE PAID	

Mail reconciliation together with wage and tax statements and/or 1099 forms to:
Colorado Department of Revenue, Denver CO 80261-0009



MAKE A COPY FOR YOUR RECORDS
MAIL COMPLETED FORM WITH PAYMENT TO THE COLORADO DEPARTMENT OF REVENUE

DR 1093W (12/03/09)

COLORADO DEPARTMENT OF REVENUE ANNUAL TRANSMITTAL OF STATE W-2 and 1099 FORMS

ACCOUNT NO.		PERIOD	NUMBER OF W2s/1099 ATTACHED	Round all amounts to the nearest dollar. 1000-130 13		DUE DATE
Signed under penalty of perjury in the second degree.						
Signature		Date	Phone			
S.S. NO. 1		The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.		1 Total Colorado income tax withheld per W-2s/1099 attached		00
S.S. NO. 2				2 Total Colorado income taxes withheld and paid during year		00
F.E.I.N.				3 A. ADDITIONAL TAX DUE (100) or B. TAX REFUND (415)		00
				4 PENALTY (200)		00
				5 INTEREST (300)		00
				(355)		
				6 Total AMT. PAID with this report		\$.00